



CALIFORNIA EMERGENCY MANAGEMENT AGENCY

July 9, 2010

Kathy Romans
Program Manager
Antelope Valley Domestic Violence Council
P.O. Box 2980
Lancaster, CA 93539

Subject: Grant Award # AT09061195 Site Visit Report

Dear Ms. Romans:

On June 14 – 15, 2010, I conducted a site visit of the Child Abuse Treatment (CHAT) Program operated by Antelope Valley Domestic Violence Council (AVDVC). Thank you for your time and cooperation during the site visit. It was a pleasure meeting you and the staff who support the CHAT Program.

During the site visit, we discussed California Emergency Management Agency's requirements for the program, the goals and objectives, the match requirements, the source documentation, and the reporting requirements. As a result of the visit, I have found the project in most areas to be in compliance and functioning within the parameters established in the Grant Award Agreement. However, there were some findings (out-of-compliance) which require corrective actions. Please send me a corrective action letter by August 6, 2010 addressing the following topics:

Overall, the Administrative Review appears to be satisfactory. However, there are five administrative issues needing to be addressed:

- 1) AVDVC did not have CEQA documentation as required by the Cal EMA Recipient Handbook, Section 2153.

Action Needed:

Per 2009 Cal EMA Recipient Handbook, Section 2153, the project must certify it is in compliance with CEQA. The project should get a letter from the appropriate local government authority stating the project is in compliance with or is exempt from CEQA requirements. Indicate in the corrective action letter how this will be resolved.

- 2) Darryl Kniss, CFO, could not locate a Proof of Authority written authorization/resolution as required by the Grant Award Agreement (R.H. Section 1350).

Action Needed:

Per 2009 Recipient Handbook, Section 1350, the project must obtain written authorization from the governing board that the official executing the Grant Award Agreement is authorized to do so. It is best to use the official's title rather than the personal name in this written authorization, so if that person leaves, the new person taking over the position can still sign for the project. Indicate in the corrective action letter how this will be resolved.

- 3) Darryl Kniss, CFO, could not provide proof the Board of Directors approved the personnel policies.

Action Needed:

The Board of Directors needs to approve the personnel policies. Indicate in the corrective action letter how this will be resolved.

- 4) The agency's CHAT Program General Ledger categories do not all match the Grant Award Budget categories.

Action Needed:

Per Recipient Handbook, Section 6420.1, "Expenditures of grant funds must be recorded in categories which parallel the Grant Award." Please submit a Grant Award Modification Request (Cal EMA Form 2-223) and budget forms to include any AVDVC CHAT Program General Ledger category within a line item or as its own line item in the Grant Award Budget. Include new Budget Narrative pages to describe what category it will be included in and how this will benefit the program. Indicate in the corrective action letter how this will be resolved.

5) EEO Policy –

- a. Darryl Kniss, CFO, could not provide a copy of a help wanted publication with an EEO statement.
- b. AVDVC does not have a plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public. I provided AVDVC with a copy of a sample dissemination plan.
- c. AVDVC did not have a Limited English Proficiency Plan. I provided AVDVC with a copy of a sample Limited English Proficiency Plan.

Action Needed:

- a. In the future, AVDVC staff must include an EEO statement on any help wanted ads it publishes. Indicate in the corrective action letter how this will be resolved.

- b. AVDVC staff must produce a plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public, and have the plan approved by its Board of Directors. Indicate in the corrective action letter how this will be resolved.
- c. AVDVC staff must produce a Limited English Proficiency Plan, and have the plan approved by its Board of Directors. Indicate in the corrective action letter how this will be resolved.

Overall, the Programmatic Review appears to be satisfactory. However, there are four programmatic issues needing to be addressed:

1) Client files –

- a. The client files do not include insurance information. It is therefore unknown if the client has private insurance, Medi-Cal, or no insurance.
- b. One of the redacted client files indicated family therapy was part of the treatment plan.

Action Needed:

- a. Per VOCA CHAT Program guidelines, only children who are un-served or under-served may be provided with therapy. AVDVC staff needs to include insurance information in the client file. Clear documentation must be provided in the file when the child qualifies to be treated under the CHAT Program if the child does have other forms of insurance such as private insurance or is eligible for Medi-Cal. Indicate in the corrective action letter how this will be resolved.
- d. The CHAT Program only provides therapy for children. Family therapy is not allowed. However, AVDVC staff may advise the parent and/or guardian on ways to assist the child in recovering from his/her trauma. Indicate in the corrective action letter how this will be resolved.

- 2) Darryl Kniss, CFO, informed me Patricia Jones is splitting the .12 FTE Clinical Supervisor position with Carol Crabson. This information is not included in the current Grant Award or on the 6-month Progress Report.**

Action Needed:

Please submit a Grant Award Modification Request (Cal EMA Form 2-223) to include Patricia Jones in the Budget Narrative for this position. Please also include her in future Progress Reports. Indicate in the corrective action letter how this will be resolved.

- 3) The volunteer which AVDVC utilizes does not complete a functional timesheet and does not appear to be completing enough volunteer hours to equal the 1 FTE listed on the current Grant Award Budget. Darryl Kniss, CFO, stated the**

volunteer mans a booth at special event and fairs in order to publicize the CHAT Program. Darryl Kniss also stated it is very difficult to find volunteers.

Action Needed:

Volunteers must complete functional timesheets, especially when their time is being used as an In-Kind-Match on the Grant. A functional timesheet must be utilized in order to track the volunteer's total hours. If AVDVC is having difficulty in obtaining volunteers, AVDVC staff may request to waive the requirement to utilize volunteers for the current grant award. Indicate in the corrective action letter how this will be resolved.

- 4) Darryl Kniss, CFO, stated AVDVC does employee evaluations only during the first year of employment.

Action Needed:

Employee evaluations, at a minimum, need to be done on a yearly basis. Indicate in the corrective action letter how this will be resolved.

Please review the enclosed Performance Assessment/Site Visit Report form; sign the cover page and mail it to me at your earliest convenience. Also complete a Corrective Action Letter with the requested actions and return to me by **August 6, 2010**. Should you have questions, please contact me at

(916) 323-7730. Once again, I thank you and your staff for meeting with me and being so helpful.

Sincerely,

RICHARD BUNCH
Program Specialist
Children's Section

Enclosures:

- Site Visit Report
- EEO Checklist

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)

PROGRAM: CHILD ABUSE TREATMENT PROGRAM (CHAT)

PERFORMANCE ASSESSMENT / SITE VISIT REPORT

1. **GRANT AWARD NUMBER:** AT09061195 **DATE OF SITE VISIT:** 06/14 – 15/2010
2. **GRANT PERIOD:** October 1, 2009 through September 30, 2010
3. **RECIPIENT/IMPLEMENTING AGENCY:** Antelope Valley Domestic Violence Council
4. **PROJECT DIRECTOR:** Kathy Romans

PERSONS INTERVIEWED DURING SITE VISIT:

<u>NAME</u>	<u>TITLE</u>	<u>AGENCY</u>
<u>Kathy Romans</u>	<u>Program Manager</u>	<u></u>
<u>Darryl Kniss</u>	<u>Chief Financial Officer</u>	<u></u>
<u>Carol Crabson, LCSW</u>	<u>Chief Executive Officer</u>	<u></u>
<u>Christine Disimile</u>	<u>Therapist</u>	<u></u>
<u>Patricia Jones</u>	<u>Chief of Community Services</u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>
<u></u>	<u></u>	<u></u>

Richard Bunch
Signature of Program Specialist

07/09/2010
Date

Gillsa Miller
Signature of Section Chief

07/09/2010
Date

Signature of Project Representative

Date

7/28/2010

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW

YES NO N/A

1. OPERATIONAL DOCUMENTS

Review hard copy/verify the ability to access on line:

- | | | | |
|--|-------------------------------------|--------------------------|--------------------------|
| • The Cal EMA Recipient Handbook (R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Approved Grant Award Agreement | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The RFA/RFP (supersedes the requirement of the R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • The Program Guidelines (supersedes the requirement of the R.H.) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Is the project familiar with Office of Management and Budget, OMB Circulars which govern your organization? Circulars may be found at www.whitehouse.gov/omb/circulars . | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments: _____

2. FIDELTY BOND - COMMUNITY BASED ORGANIZATION (CBO) & AMERICAN INDIAN ORGANIZATIONS ONLY

- | | | | |
|---|-------------------------------------|--------------------------|--------------------------|
| • Obtain copy of required CBO bonding? [R.H. Section 2161] Does <u>not</u> apply to state, city, or county units of government. | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does the bond show: | | | |
| ○ Bonding company name | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Description of coverage | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Amount of coverage (50% of allocation) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond period | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Grant award number | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Bond include Form A (Employee Dishonesty) and Form B (Forgery Coverage)? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| ○ Is Cal EMA named on the bond as the beneficiary? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Comments:

Darryl Kniss, CFO, provided Certificate of Liability Insurance which met all requirements.

3. ENVIRONMENTAL IMPACT – CEQA COMPLIANCE (R.H. Section 2153)

- | | | | |
|---|--------------------------|-------------------------------------|--------------------------|
| • Does the project have their CEQA documentation on file? | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|---|--------------------------|-------------------------------------|--------------------------|

Comments:

Darryl Kniss, CFO, is working on getting CEQA Exemption letter for the new location

4. PROOF OF AUTHORITY (R.H. Section 1350)

- | | | | |
|--|--------------------------|-------------------------------------|--------------------------|
| • Does the project have a written authorization/resolution on file as required by the Grant Award Agreement? *Ask for copy | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|-------------------------------------|--------------------------|

Comments:

Darryl Kniss, CFO, could not find proof of authority documentation.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

5. ORGANIZATIONAL CHART

YES NO N/A

- Review the organizational chart. Are all budgeted positions identified? ☒ ☐ ☐

Comments:

Darryl Kniss, CFO, provided an up-to-date organizational chart.

6. Cal EMA MODIFICATION (Cal EMA 2-223)

- Review the purpose/preparation of Grant Award Modification (Cal EMA 2-223). *[R. H. Section 7500] (Instruct the project staff on the procedure to obtain the most recent forms from Cal EMA website.)* ☒ ☐ ☐

A modification is needed for the following:

- Budget changes
- Change in key personnel
- Adding/changing additional signers
- Change goals/objectives, or activities
- Address change
- Other

Comments:

Darryl Kniss and Kathy Romans understood the reason for submitting a modification.

7. PERSONNEL POLICIES

- Does the project staff have access to written personnel policies as required? *[R. H. Section 2130]* ☒ ☐ ☐
- Do policies include:
 - Maintenance of personnel files for all paid and volunteer staff including job applications, salaries, benefits, and current job duties/descriptions ☒ ☐ ☐
 - A current Drug Free Workplace policy statement on file signed by the employee? *[R. H. Section 2152]* ☒ ☐ ☐
 - Work hours ☒ ☐ ☐
 - Compensation rates ☒ ☐ ☐
 - Overtime ☒ ☐ ☐
- Did the Board approve the agency's current personnel policy? ☐ ☒ ☐

Comments:

Darryl Kniss, CFO, could not provide proof the Board of Directors had approved current personnel policies. The policies and Employee Handbook are currently being revised and I was told the agency will seek Board approval of the updated policies and Employee Handbook.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

YES NO N/A

8. FUNCTIONAL TIMESHEETS

- Does the project use functional timesheets for each grant funded position less than 1 FTE? OR Time Study Allocation plan updated within the last 2 years? [R. H. Section 11331] ☒ ☐ ☐
- Are timesheets (paid staff & volunteer) signed by staff & approved by supervisor? (Review timesheets to ensure they are signed by the staff and supervisor) ☒ ☐ ☐

Comments:

The project uses functional timesheets which are signed by the staff and approved and signed by a supervisor.

9. DUTIES OF FINANCIAL OFFICER AND BOOKKEEPER

- Are the duties of the financial officer and the bookkeeper separate to ensure no one person has complete authority over a financial transaction? ☒ ☐ ☐
 - Name of individual who approves purchases.
Darryl Kniss - CFO and Carol Crabson - CEO
 - Name of individual who writes checks.
Toni Severino – Assistant Accountant
 - Name of individual(s) who signs checks.
Carol Crabson - CEO, Theresa Dawson – Board President

10. SOURCE DOCUMENTATION-Fiscal [R. H. Section 11000]

- Does the project maintain a record-keeping system which will accurately support costs claimed on Report of Expenditure and Request for Funds (Cal EMA Form 2-201)? ☐ ☒ ☐
- Does the project maintain an accurate inventory log of equipment purchased with grant funds? ☒ ☐ ☐

Comments:

Categories on CHAT Program General Ledger need to match grant budget categories. Otherwise, the project will need to do a Modification Request to change grant budget categories.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

A. ADMINISTRATIVE REVIEW (Continued)

11. PROJECT EXPENDITURES

YES NO NO

- Is the project's expenditure rate commensurate with the elapsed period of the grant? ☒ ☐ ☐
- Are the project's expenditures being made in accordance with the terms of the Grant Award Agreement? ☒ ☐ ☐
- Does the project need to submit a Grant Award Modification Request (Cal EMA Form 2-223)? ☒ ☐ ☐
- Is the project up-to-date with the submission of Cal EMA Form 2-201? ☒ ☐ ☐

Comments: AVDVC needs to submit a Modification Request to add budget categories to grant budget in order for it to match the CHAT General Ledger of the agency.

12. MATCH REQUIREMENTS

- Does the project have a match requirement? ☒ ☐ ☐
- Is the project meeting the match requirement? ☐ ☐ ☒
- Review the supporting documentation to substantiate cash or in-kind match. ☒ ☐ ☐

Comments:

Need functional timesheet to track volunteer time for CHAT Program.

13. EEO POLICY

- Go over EEO checklist. (Separate document) ☒ ☐ ☐

Comments:

Item #5 - Project did not have a copy of a publication for employment. It has been over 1 ½ years since the agency recruited for any positions. In the future, AVDVC needs to include an EEO statement in any recruiting material.

Item #9 – AVDVC does not have a plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public. I gave Darryl Kniss, CFO, a copy of attachment 10A. AVDVC needs to develop this plan and have it approved by the Board of Directors.

Item #10 – AVDVC does not have a Limited English Proficiency Plan. I gave Darryl Kniss, CFO, attachment 11A. AVDVC needs to develop a Limited English Proficiency Plan and have it approved by the Board of Directors.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

B. PROGRAMMATIC REVIEW

GENERAL

YES NO N/A

1. PROGRAM GOALS AND OBJECTIVES

- Review the goals and objectives of the program and the programmatic requirements of the Grant Award Agreement. Is the project meeting the program goals and objectives? ☒ ☐ ☐
- Does the project staff need to submit Cal EMA Form 2-223 to modify their grant objectives? ☒ ☐ ☐

Comments:

The project is on track to meet Objective goals A, B and C.

2. PROGRESS REPORT

- Discuss and review the programmatic Progress Report requirements. ☒ ☐ ☐

Comments:

Darryl Kniss and Kathy Romans understands Progress Report requirements.

3. SOURCE DOCUMENTATION-Programmatic

- Is the project maintaining a record keeping and data collection process that will accurately support the project's reported data on the Progress Report form? ☒ ☐ ☐
- Review the project's file system and data collection process.

Comments:

Project staff only counts a child for Objective A if the child shows up for a second appointment. Client files do not include information on insurance. The project needs to justify how a client qualifies for CHAT Program services if he/she has private insurance or Medi-Cal.

4. OPERATIONAL AGREEMENTS

- Does the project have current Operational Agreements as required by the Grant Award Agreement? ☐ ☒ ☐

Comments:

The project had all required OA's except for one with a local hospital.

5. PROJECT STAFF DUTIES

- Interview project staff and discuss their duties and the relationship to the grant. Are employees performing duties as stated in the Grant Award Agreement? ☒ ☐ ☐

Comments:

Patricia Jones splits the .12 FTE Clinical Supervisor position with Carol Crabson. A Modification Request will need to be submitted to add Patricia Jones onto the grant. She also needs to be included in future Progress Reports.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

1. **OBJECTIVE A – PROVIDE PSYCHOTHERAPY SERVICES**

Does the project use licensed clinicians/therapists? If not, explain the credentials of the mental health staff. Discuss the type of therapy received by the child client (how often, group, individual, PCIT, trauma-focused, etc.).

YES NO N/A

☒ ☐ ☐

Comments:

Project uses EMBR, PCIT, Play, Art, and San Tray Treatment modalities.

2. **OBJECTIVE B – ASSISTANCE IN PROVIDING INFORMATION ON CRIME COMPENSATION SERVICES**

How does the project provide clients with information and referral to the local Victim Witness Assistance Center for victim compensation services?

☒ ☐ ☐

Comments:

Project staff gives brochures to all CHAT Program clients.

3. **OBJECTIVE C – ASSISTANCE IN UNDERSTANDING AND IN HELPING THE CHILD PREPARE FOR PARTICIPATING IN THE CRIMINAL JUSTICE SYSTEM**

How does the project provide information and referral to the local Victim Witness Assistance Center for assistance, advocacy and support during judicial proceedings?

☒ ☐ ☐

Comments:

Project staff refers clients to D.A.'s office. Project staff stated in the Lancaster area, child abuse and sexual assault cases are rarely prosecuted, as it is a low priority for the D.A. and courts.

4. **OBJECTIVE D – USE OF VOLUNTEERS**

- Does the project use volunteers? ☒ ☐ ☐
- Have volunteers completed the required 40-hour training prior to child client contact? Review documentation. ☒ ☐ ☐
- Do volunteers complete a sign-in sheet with date, time, activities and signature by the project's project director or designated staff? Review documentation. ☐ ☒ ☐
- Have all employees and volunteers completed the required background checks? ☒ ☐ ☐
- If the project does not use volunteers, has the project received a volunteer waiver for the current grant award period? ☐ ☐ ☒

How does the project use the mandated volunteers?

Comments:

A volunteer mans booths at fairs and events to promote CHAT Program. The volunteer does not use a functional timesheet.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

C. SUPPLEMENTAL PROGRAMMATIC REVIEW

YES NO N/A

5. DOES THE RECIPIENT HAVE ON FILE DOCUMENTATION SUPPORTING THE COMPLETION OF THE FOLLOWING (inform the following are required, but do not review)?

- ☒ Reference Checks
- ☒ Criminal Background Check (if staff/volunteers have resided in California for less than 3 years, out-of-state criminal history checks are also required)
- ☒ Child Abuse Central Index Checks
- ☒ Department of Motor Vehicle Checks (if transporting clients)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Darryl Kniss, CFO, states the above are completed. Background check is destroyed, but noted as completed in personnel files.

6. DOES THE PROJECT DO PERFORMANCE EVALUATIONS?

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Comments:

Darryl Kniss, CFO, states the agency only does performance evaluations for new employees the first year of their employment. None are done thereafter.

7. CURRENT MANDATED OA's ON FILE

- Law Enforcement
- California Coalition for Youth (CCY)
- Victim Witness Assistance Center
- California Workforce Investment Board's State or Local Youth Council
- Local Hospitals
- Local Schools
- County Social Services Department

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

The project has all required OA's.

8. CLIENT CONFIDENTIALITY

- Written policy regarding client confidentiality.
- Written policy regarding the maintenance of confidential client records.
- Client records are kept confidential per E.C. Section 1037.1.
- Client records are kept in a locked room or file cabinet.

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Project has the above required policies. Client files are kept in a locked file cabinet in a locked room.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

D. ADDITIONAL COMMENTS:

ADMINISTRATIVE (document strengths, topics needing improvement, follow-up, etc.)

During my site visit to Antelope Valley Domestic Violence Council, the staff provided great hospitality and definitely made me feel welcome. Everyone was very helpful in providing the information which I requested.

Antelope Valley Domestic Violence Council, Kayla's Place CHAT Program appears to be run very professionally. The staff is friendly, organized and competent.

The following are the findings of the site visit:

1. The project did not have CEQA documentation as required by the Cal EMA Recipient Handbook, Section 2153. The project needs to obtain a CEQA exemption letter.
2. Darryl Kniss, CFO, could not locate a Proof of Authority written authorization/resolution as required by the Grant Award Agreement (R.H. Section 1350). AVDVC needs to obtain authorization from the Board of Directors for the Project Director to execute the Grant agreement.
3. Darryl Kniss, CFO, could not provide proof the Board of Directors approved the current personnel policy. AVDVC needs to obtain approval of the personnel policy from the Board of Directors.
4. The CHAT Program General Ledger categories do not all match the Grant Award Budget categories. Per Recipient Handbook, Section 6420.1, "Expenditures of grant funds must be recorded in categories which parallel the Grant Award." AVDVC will need to alter the CHAT Program General Ledger or submit a Modification Request to adjust the grant budget categories.
5. EEO Policy –
 - a) The project did not have a copy of a publication for employment. AVDVC needs to include an EEO statement on all future publications for employment.
 - b) The project did not have a plan to disseminate the EEO Plan and the EEO Policy to all employees, volunteers, clients and to the general public. AVDVC needs to develop such a plan and have it approved by the Board of Directors.
 - c) The project did not have a Limited English Proficiency Plan. AVDVC needs to develop such a plan and have it approved by the Board of Directors.

PERFORMANCE ASSESSMENT/SITE VISIT REPORT

PROGRAMMATIC (document strengths, topics needing improvement, follow-up, etc.)

Programmatically, AVDVC appears to be run very professionally and the clients appear to be well served.

The following are findings of the Site Visit:

1. Client files -
 - a) The client therapy files do not include client insurance information. It is therefore unknown if the client has private insurance, Medi-Cal or no insurance. The project may only provide therapy services to children who are un-served or under-served. The project needs to include insurance information in the client files, and if a client has private insurance, the project must justify why they qualify for CHAT services.
 - b) One of the client files indicated family therapy was part of the treatment plan. Family therapy is not allowable in CHAT Program. The project can only provide therapy to the child, and support services to the parent or care provider to assist the child in his/her treatment.
2. Darryl Kniss, CFO, informed me Patricia Jones is splitting the .12 FTE Clinical Supervisor position with Carol Crabson. This information is not included in the current Grant Award or on the 6-month Progress Report.
3. The volunteer does not complete a functional timesheet. If a volunteer is utilized, the project needs to use a functional timesheet in order to use his/her time for match, and to meet the requirement for Objective D, use of volunteers.
4. Darryl Kniss, CFO, states AVDVC does employee evaluations only during the first year of employment. The project should be doing at a minimum, yearly employee evaluation for all employees.